

Auditor's Name and Date

**Internal Audit Compliance Checklist**

**MISCELLANEOUS REGULATIONS  
TESTING PROCEDURES**

Licensee: \_\_\_\_\_ Review Period: \_\_\_\_\_

NGC Regulation 6.090(15) requires the internal auditor to use guidelines, checklists and other “criteria established by the Chair” in determining whether a Group I licensee is in compliance with applicable statutes, regulations, and Minimum Internal Control Standards (MICS). The use of this checklist satisfies these requirements.

Preparation:

Obtain the most recent Board issued “List of Denials and Findings of Unsuitability” available on the Board’s website. Be cognizant of these individuals in the performance of the various testing procedures. Agreements or contracts with these individuals are prohibited pursuant to **NRS 463.165**, unless prior Nevada Gaming Commission approval was received.

Checklist Completion Notes:

- 1) Unless otherwise instructed, examine a completed document of the licensee for compliance for those questions referring to records/documentation as indicated and recalculate where appropriate. Only those documents of the operating licensee need be examined/reviewed. Indicate (by tickmark) whether the procedures were confirmed via examination/review of documentation, through inquiry of personnel or via observation of procedures. Tickmarks used are to be defined at the bottom of each page.
- 2) All “no” answers require referencing and/or comment, and should be cited as regulation violations, unless the Board Chairman has granted a regulation waiver or the question requires a “no” answer for acceptability. All exceptions noted should be carried to the internal auditor’s report/summary of findings for timely follow-up.

Scope:

See individual procedures.

Procedures	Step completed without exception	Exception/Comment
1. Review prior internal audit reports. Schedule any relevant exceptions cited, including those cited by the NGCB or the CPA, or include a copy of the prior audit reports in the workpapers and follow up on any problems noted. Duplication of exceptions when the CPA is referring to exceptions reported in internal audit reports is not necessary.		
<b>Individual Licensing and Registration</b>  2. Perform the following verification procedures:  a) For corporations, determine that all officers and directors have been properly licensed or have filed for licensure pursuant to <b>NRS 463.530 and NRS 463.540.</b>		

✓ - Step completed without exception

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b) For partnerships, determine that all partners have been licensed or have filed for licensure pursuant to <b>NRS 463.569</b> .		
c) For limited-liability companies, determine that all members have been licensed or have filed for licensure pursuant to <b>NRS 463.5735</b> .		
<p><b>Regulation 5.013 Gaming by, and Issuance of Gaming Credit to, Owners, Directors, Officers, and Employees</b></p> <p>3. Obtain the current customer deposit, wagering accounts and casino accounts receivable listings. Also obtain the names of key employees (e.g. officers, directors, partners, members, managers) as noted in the prior step. Select a sample of 10% or 10 of these employees, whichever is greater. Review the customer deposit, wagering accounts, and casino accounts receivable listings for the names of employees for the sample selected. Any customer deposit, casino account receivable, or wagering account for such individuals are reviewed to ensure that no play or placement of a wager occurred pursuant to <b>Regulation 5.013(1)</b> and for the propriety of the transaction.</p>		

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<p>4. Obtain a list of the current cage department employees from the Human Resources Department and select a <b>sample of 10% or 10</b> cage department employees, whichever amount is higher. Review the listings obtained in the previous step for the sample of cage department employees selected. Any casino accounts receivable, wagering account or customer deposit for such individuals are reviewed for the propriety of the transaction. <b>(Asset Protection)</b></p>		
<p>5. For one day, review the player tracking records, W2-G's, and book wagering reports for gaming winnings paid to officers, directors, owners, and key employees. <b>Regulation 5.013</b></p>		
<p>6. For one day, review disbursements made by the cage department to officers, directors, owners, and key employees for gaming winnings. <b>Regulation 5.013</b></p>		
<p><b>Regulation 5.105 Duties of Licensee</b></p> <p>7. For five individuals on the current system of records, determine that an application for employment was received prior to accessing the NGCB system of records. <b>Regulation 5.105(2)</b></p> <p><b>Indicate the names of the five individuals reviewed and the date the employment application was received.</b></p> <p><b>Note:</b> A record of the date the application is received is adequate documentation in supporting that an application for employment was received prior to accessing the NGCB system of records. The date the NGCB system of records is actually accessed is not required to be documented.</p>		

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8. Review the most recent monthly report of hired employees submitted to the Board to determine that it contains the proper information and that it was submitted by the specified day pursuant to <b>Regulation 5.105(8)</b> .		
9. For the most recent calendar quarter determine the following:		
a) That the proper information for each terminated employee was entered into the Board's online gaming employee registration system by the specified day pursuant to <b>Regulation 5.105(9)</b> .		
b) For those persons required to register pursuant to Regulation 5.320, does such entry include a truthful statement of the reason(s) for each termination or resignation and any additional information regarding the termination or resignation as may be requested by the Chair? <b>Regulation 5.105(9)</b>		
10. Review the human resources files and select five gaming employees currently employed and five terminated employees to determine whether a photo of the gaming employee is being maintained. <b>Regulation 5.105(10)</b>  <b>Indicate the names of the gaming employees selected and status of employment.</b>		
11. Do the photos of the gaming employees reviewed in the previous step meet the requirements of <b>Regulation 5.105(10)</b> ?		

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<b>Regulation 5.160 Surveillance System</b>		
12. Obtain a copy of the current surveillance system plan and determine that the plan and any amendments to the plan:		
a) Have been submitted to the Board. Verify by reviewing approval communication from the Board's Enforcement Division or by contacting the Board's Enforcement Division.		
b) Determine that procedures are in effect to fulfill the requirements of the plan. <b>Verify by observation</b>		
<b>Regulations 6.040 and 6.060 Accounting Records and Retention</b>		
13. For all records of all transactions pertaining to revenue that is taxable or subject to fees under chapters 463 and 464 of the NRS and for all records required to be maintained by <b>Regulation 6:</b>		
a) Review procedures for document storage, retrieval, return and destruction.		
b) Perform an observation of storage facilities to determine adequacy of controls.		
c) If computerized storage, determine that files are properly indexed by casino department and date.		

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<b>Regulation 6.050 Records of Ownership</b>		
14. Determine the location and availability of the corporate, partnership or sole proprietorship (as applicable) records of ownership identified in <b>Regulation 6.050</b> .		
<b>Regulation 6.110(2) Hopper Adjustments</b>		
15. Obtain the supporting documentation for any adjustment to slot drop for the difference between the initial hopper loads and the total amount in the hoppers at fiscal year-end. If a slot hopper test was performed but no adjustment to reported slot revenue was made, determine the reason for not making an adjustment and perform steps #15a-c. If no slot hopper test was performed, cite a violation of <b>Regulation 6.110(2)</b> .		
a) Determine that the general ledger hopper account balance is reasonable.		
b) Foot hopper test results and recalculate estimated hopper totals, comparing to general ledger account balance.		
c) Determine that the amount of the adjustment is proper.		
<b>Regulation 6.150 Minimum Bankroll</b>		
16. Verify compliance with <b>Regulation 6.150</b> by calculating available bankroll and comparing this figure to the minimum bankroll requirements; and comparing the results to the monthly computations of bankroll requirements and actual bankroll available required pursuant to Regulation 6.150.		

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<p><b>Regulation 8.130 Transaction Reports</b></p>		
<p>17. Review the following documents for transactions which may be reportable pursuant to <b>Regulation 8.130</b>. For those items determined to be reportable, trace to filings. Unless otherwise specified, documents generated during the fiscal year should be reviewed.</p> <p>a) Review loan, lease and contract agreements including lines of credit.</p> <p><b>Note:</b> In conjunction with this review, be on the alert for finder's fees. Payment of finder's fees requires prior Nevada Gaming Commission approval pursuant to <b>Regulation 5.120</b>.</p> <p><b>Scope:</b> Review all <u>new</u> loan, lease and contract agreements executed since the last review of these files.</p>		
<p>b) Review transactions greater than \$100,000 in the disbursements journal for a minimum of two months during the fiscal year. Transactions which may be reportable pursuant to <b>Regulation 8.130</b> include:</p> <ol style="list-style-type: none"> <li>1) Leases and capital leases.</li> <li>2) Installment purchase contracts.</li> <li>3) Loans, mortgages and trust deeds.</li> <li>4) Accounts payable and accrued expenses due to unaffiliated persons where the payment terms or actual length of payments exceed 12 months.</li> </ol> <p><b>Note:</b> For disbursements which involve dividend payments to owners or distributions to non-owners/key employees, determine compliance with <b>NRS 463.160(1)(d)</b>.</p>		

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<p>c) Review records of receipt such as the cash receipts journal and cage accountability documents for a minimum of two months during the fiscal year. Transactions which may be reportable pursuant to <b>Regulation 8.130</b> include:</p> <p>1) Tenant deposits.</p> <p>2) Capital contributions and loans by a person who is a stockholder, partner or proprietor of the company.</p> <p><b>Note:</b> Be aware of payments by bonding companies for losses as a result of employee embezzlement or fraud, or payments from employees making restitution for cases of theft, fraud or embezzlement. For any entries related to embezzlements, review the associated security reports and ensure that the incidents were properly reported to the Board and any recovered monies were included in gross gaming revenue, if appropriate.</p>	<p>✓</p>	
<p>d) Review safekeeping deposits for a minimum of one month during the fiscal year. Deposits which may be reportable pursuant to <b>Regulation 8.130</b> are those made by an individual owning, directly or indirectly, 10% or greater interest in the company; commingled with company funds; left for more than 10 days; and aggregate to an amount greater than 25% of cash in the cage.</p>	<p>✓</p>	

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<p>e) Review asset and liability accounts. Transactions which may be reportable pursuant to <b>Regulation 8.130</b> include:</p> <ol style="list-style-type: none"> <li>1) Property donated.</li> <li>2) Conversions of accounts payable, accrued expenses or other liabilities to notes payable.</li> <li>3) Debts forgiven by a lender.</li> <li>4) Accruals of salary due to an individual directly or indirectly owning an interest in the company where the accrual period exceeds 90 days.</li> </ol> <p><b>Scope:</b> Review the general ledger for a minimum of two months during the fiscal year.</p>		
<p><b>Regulation 12.070 Redemption and Disposal of Discontinued Chips and Tokens</b></p> <p>18. Determine compliance with <b>Regulation 12.070</b> for any chips or tokens which were discontinued during the previous fiscal year.</p>		

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<p><b>NRS 368A &amp; NAC 368A Live Entertainment Tax</b></p> <p>19. Complete the “Entertainment Area Evaluation” even if entertainment is not offered. Determine whether any areas of the gaming establishment are subject to Live Entertainment Tax in which admission charges have not been reported as entertainment taxable</p> <p><b>Note 1:</b> The Entertainment Area Evaluation is included in the Internal Auditor Checklists.</p> <p><b>Note 2:</b> This procedure is not applicable if completed when performing the Entertainment Internal Audit Checklists.</p>		
<p><b>Regulation 14.030 Approval of gaming devices and the operation of new inter-casino linked systems; applications and procedures.</b></p> <p><b>Regulation 14.110 Approval to modify gaming devices; applications and procedures.</b></p> <p>20. Determine that proper approval has been received pursuant to <b>Regulation 14.030</b> to operate an inter-casino linked system or received prior approval for system modifications pursuant to <b>Regulation 14.110</b>.</p>		

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<p><b>License Conditions</b></p> <p>21. Determine compliance with any and all license conditions and commission orders.</p> <p><b>Note 1:</b> License conditions are included on form NGC-9 emailed to each casino annually by the Tax and License Division.</p> <p><b>Note 2:</b> These commission orders may be obtained from the Corporate Securities Section of the Investigations Division in Carson City, which are typically related only to publicly traded corporations.</p>		
<p><b>Compliance Committee</b></p> <p>22. If the licensee is required to maintain a compliance committee:</p> <p>a) Determine that the plan has been approved by the Gaming Control Board.</p>		
<p>b) Determine that the committee members have all been approved by the Gaming Control Board.</p>		
<p>c) Determine that procedures are in effect to fulfill the requirements of the plan.</p>		
<p>d) Determine that the aforementioned procedures are being complied with.</p>		
<p><b>Internet</b></p> <p>23. Review the company's website for regulatory and statutory noncompliance. <b>Regulation 5.011 and NRS 465.091 to 465.094</b></p>		

✓ - Step completed without exception

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<p><b>Regulation 5.050 Information to be furnished by licensees</b></p> <p>24. Through review and examination of applicable documentation and inquiries of personnel, determine that an annual report was submitted to the Board detailing the full name and address of every person, including lending agencies, who has, or had during the previous 12 months, any right to share in the profits of such licensed games (including slot machines), whether as an owner, assignee, landlord or otherwise, or to whom any interest or share in the profits of any licensed game has been pledged or hypothecated as a security for a debt or deposited as security for the performance of any act to secure the performance of a contract sale.</p> <p><b>Regulation 5.050</b></p>		
<b><u>Procedures Modified or Added:</u></b>		

✓ - Step completed without exception